

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON KAISERSLAUTERN
UNIT 23152
APO AE 09227-3152


IMEU-KAI-EEO

AUG 14 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Letter #24 – **Equal Employment Opportunity Policy**

1. I fully support the Army's Equal Employment Opportunity (EEO) policy and I am firmly committed to fair treatment for all civilian employees without regard to race, color, religion, gender, national origin, mental or physical disability.
2. All leaders are responsible for creating and maintaining an environment free of discrimination, bias, stereotyping and any other activity that demeans any member of the command. I expect all commanders, managers, and supervisors to ensure that EEO is applied to, and is part of, all personnel management policies, procedures and actions that affect employment, including recruiting, hiring, assignments, transfers, training, promotions and discipline.
3. Discrimination violates the high standards of honesty, integrity, and organizational values needed to carry out our mission. Unlawful discrimination will not be tolerated. Behavior that could be discriminatory, including racist and sexist jokes and slurs is unacceptable.
4. Each and every one of us has the responsibility to maximize command readiness by treating each other with the respect and courtesy we deserve irrespective of any difference among us. Supervisors will ensure that offenders receive swift and appropriate punishment in proven causes of discrimination. Civilians should report discrimination through their chain of command to the Equal Employment Opportunity (EEO) Office to seek proper redress for complaint.
5. In addition to placing this memorandum on all official bulletin boards, it is suggested that all commanders and supervisors periodically (between two to four-times each year) circulate this memorandum among young military subordinates and employees. If you do this, it is suggested that you create a record that your subordinates and employees reviewed the document.
6. A copy of this memorandum will be permanently displayed on official bulletin boards.


MICHELLE B. HALE
LTC, OD
Commanding

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